

RV PARK HOST(s)

Position Announcement

(Open)

BACKGROUND :

The primary objective of the RV Park Host is to provide a quality recreational experience for visitors within the Kaibab Paiute RV Park. The Host will implement nearly all operation tasks within RV Park. The RV Park Host position is often filled by a couple working as a team, we will hire singles as well.

TITLE:	RV Park Host(s)
DEPARTMENT:	Economic Development
SUPERVISOR:	Economic Development Director
OPENS:	July 1, 2016
CLOSES:	Open Until Filled
STATUS:	Part-Time (24 hours per week), Seasonal (March to October)
SALARY:	Space Rent, plus \$9.00 per hour

DUTIES & RESPONSIBILITIES:

- Host must possess good communication skills, demonstrate courteousness, and display a helpful attitude to all visitors, even under stressful situations.
- Provide a warm welcome to guests.
- Courteously provide efficient registration and reservations. Maintain accurate guest accounts using the proper procedures.
- Required to be knowledgeable and provide information regarding tourist attractions in the surrounding area.
- Collect fees (cash, credit card, check). Prepare weekly revenue and attendance reports.
- Responsible for cleaning Club House, including, but not limited bathrooms, showers, laundry room and main meeting area.
- Work closely with RV Park Attendant/Maintenance Worker.
- Perform and complete all other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or GED equivalent and be computer literate
- Excellent people skills
- Excellent verbal skills and the ability to converse with everyone
- Good writing skills and legible handwriting
- Ability to sustain a high level of confidentiality and professionalism
- Ability to maintain a high level of energy

DRUG-FREE WORKPLACE POLICY:

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online– www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return

completed applications for consideration. For more information, contact the Human Resource Director, Kim Nuttall at (928) 643-7245.

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO
THE INDIAN PREFERENCE ACT